



CITY OF HOUSTON

Job Posting

1	SW
2	Applications accepted from: ALL PERSONS INTERESTED
3	Job Classification CUSTODIAN LEADER
4	Posting Number PN# 107097
5	Department Convention & Entertainment Fac Department
6	Division Theater District
7	Section Wortham Theater Center
8	Reporting Location 510 Preston
	Workdays & Hours M - F, 8 a.m. – 5 p.m. *
	*Subject to change
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Supervises general cleaning duties; e.g., carpet cleaning, floor stripping, waxing and buffing. Oversees the performance of minor maintenance and repairs to building, furniture and cleaning machinery. Sets up building facilities for special events; e.g., meetings, conventions, exhibits and shows. Inspects building facilities to ensure proper maintenance and non-hazardous conditions. Corrects or reports improper conditions. Inventories and maintains a stock of custodial supplies. Conducts new employee training with instruction on custodial activities and proper equipment and supply utilization. Keeps simple records on inventories, attendance, scheduling, repairs and routine maintenance.
10	<u>WORKING CONDITIONS</u> This position routinely requires lifting of moderately heavy items, such as typewriters or record boxes (up to 40 pounds) and very long periods of walking on a routine basis.
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Very fundamental levels of the ability to read, write and follow simple oral instructions as might normally be acquired through up to 8 years of formal schooling.
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Six (6) months' experience is required.
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None
14	<u>PREFERENCES</u> None
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None
16	<u>SAFETY IMPACT POSITION</u> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range - Pay Grade 08</div> <div>\$666 - \$882 Biweekly \$17,316 - \$22,932 Annually</div>
18	<u>OPENING DATE</u> October 12, 2005
19	<u>CLOSING DATE</u> October 25, 2005
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9496.
	An equal opportunity employer